

Calculating Final Grades

Semester Courses

Part I: Final Grade Setup (If you did this at the beginning of the year, go to Part II.)

- Either open the video tutorial “Grade Setup.mov” and about ½ way into the video it will explain how to enter Term Weights or follow these instructions:
- Open PowerTeacher’s gradebook
- Select a class
- Click on the Grade Setup icon
- Select S1
- In the bottom box, select Term Weights
- The quarters and exam will appear. Under the weight column, change the weights to
 - Quarters: 40
 - Exam: 20
 - If you do not give an exam, then the weights are both 50 for the quarters
- Click Save

Reporting Term	Start	End
S1	09/02/2008 Tue	01/23/2009 Fri
Q1	09/02/2008 Tue	11/08/2008 Sat
Q2	11/08/2008 Sat	01/19/2009 Mon
E1	01/20/2009 Tue	01/23/2009 Fri

Calculate final grade using:

☐ Total points Number of low scores to discard: 0

☒ Term weights

☐ Category weights

Name	Weight	Percent	Drop Low
E1	20	20.0%	n/a
Q1	40	40.0%	n/a
Q2	40	40.0%	n/a

YOU CAN CONTINUE DOING THIS FOR ALL OF YOUR CLASSES

Part II: Verifying Final Grades

Calculating Final Grades:

Attached to the email is a spreadsheet which calculates final grades for the semester. All you have to do is enter the letter grade and it calculates the final grade for you.

Missing Grades:

If you are missing any grades for any quarter you need to make sure that there is some type of grade for that student. If you are in this situation, do the following:

Student started later into the school year:

- Check with a counselor to see if grades are available from the previous school
- If so, enter those grades into the appropriate quarter columns
- If no grades are available, then the final grade should be based on the grades that are available

Student moved from another class:

- Talk to the teacher they had previously and get the grades from that teacher for the period of time they were with them
- To see grades for students who were dropped from your class, go to the class they were in under the Reports icon you will see “Students: Active”, click on the pop-up menu and select “dropped”. This will show you any student who was dropped from that class and their grades while they were in your class.